

# Rimol Greenhouse Systems Advice

## How to Obtain a Building Permit

### Steps

1. Draw a plan of the greenhouse that includes the location on the property with dimensions of the greenhouse and the distances from property lines of the location of the greenhouse. Bring an instruction manual that shows how the greenhouse is assembled and a brochure or photo of what the greenhouse will look like.
2. Depending on what State you are located within, you will visit either your local government or county government. Bring a notepad with you.
3. The building department may require one or more of the following before issuing a building permit:
  - Zoning approval
  - Site plan approval
  - Variances from abutting neighbors if the greenhouse encroaches past required setbacks
  - Sealed engineering plans-these are a set of stamped plans certifying the greenhouse for snow and wind loads according to the requirements of the International Building Code. If these are required, you must get these requirements from the building department.
  - Electrical Plans showing equipment location, power requirements and operations manuals on the equipment.
  - Plumbing diagram
  - Architectural drawings of the complete project
  - Flame rating information for certain components within the greenhouse such as polycarbonate or shade curtains
  - Structural calculations or reaction information for the sealed plans
4. Complete all applications and keep copies of everything.
5. Submit all applications and all necessary items as required, and ask for a timeline of when to expect an approval.

### Tips

1. You should file your application significantly in advance of your scheduled starting date. This can be a long process taking months to complete. Sometimes, it even takes a year or longer to complete.
2. Some municipalities hire outside firms to review “unconventional” building permit applications. These outside firms will pick apart every aspect of a building permit application. Be prepared as much as possible and get all requests in writing from them if the application is denied.
3. With larger projects, you may want to consider hiring an engineering firm, lawyer or Permit-Package Preparation Company. Although these firms cost a great deal of money, they will save you a great deal of money and aggravation in the long run.

4. And lastly, no matter how much aggravation and frustration you have when dealing with your building department, keep your cool, remain calm and try to be rational with them with explanations or questions.